



USAID | AFGHANISTAN

Solicitations open to: Internal Candidates Only
Position Title: Correspondence and Records Supervisor
Type of vacancy: Single
Opening date: November 05, 2015
Closing date: November 19, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-07
Vacancy announcement #: USAID/306/16/11/OM

The United States Agency for International Development (USAID) in Afghanistan is inviting applications from Afghan Nationals for the position of **Correspondence and Records (C and R) Supervisor** in the Office of Management (OM).

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for the records management program, decentralized filing system and administration and supervision of the Mission's unclassified cable traffic and correspondence management functions. The incumbent supervises the operations of the Correspondence and Records (C&R) unit including centralized reproduction facility and procedures governing communications and records. Provides guidance to mission staff on correspondence and Records management. Supervises, guides, trains and instructs the C&R staff in performance of their duties. The incumbent is also responsible for independently managing and supervising the functions of the C&R Branch including the records management, correspondence management, communications system management such as mail delivery, cable traffic and other systems oriented communication channels and in supervising and managing the centralized reproduction operations including preventive maintenance and repairs of photocopiers installed in C&R. Maintains log of Sensitive but Unclassified (SBU) cables received in the Mission and provides copies of the cables to concerned offices. The incumbent provides a variety of correspondence processing and control, fax, pouch, electronic country clearance (eCC) for all categories of employees, cable receipts, dispatching, files management, reproduction and distribution services for the Mission. Shares in managing the records maintenance, storage, retrieval and disposal functions for the Mission. Controls and tracks all action documents. Conducts records and correspondence management workshops for the Agency personnel.

MAJOR DUTIES AND RESPONSIBILITIES

Records Management 60%

- a. Maintains and controls the Mission records storage scheduled for permanent storage or eventual destruction. Receives inactive files for storage, screens to eliminate unnecessary material to reduce files to minimum essential for retrieval. Maintains retained material in logical sequence in the boxes and the boxes on the shelves and prepares listings. Provides advice and assistance relating to files management and record disposition to file custodians of all offices. Furnishes necessary reference and performs research services when reports and other technical papers developed in the past are needed by the Mission offices and/or contractors from the storage area.
- b. Periodically reviews records in the local storage area and selects those that are eligible for destruction or shipment to USAID/Washington Records Depository for permanent

storage. Ensures that correct actions are annotated with disposition actions and files. Maintains updated lists of records kept locally, and retrieves records from local storage, and from USAID/Washington records depository or the Federal Center for USAID offices upon request. Responsible for the proper application of disposal procedures, revises due dates and coordinates proper destruction. Administers the local storage facility to provide a convenient central point to store USAID's inactive records before destruction or shipment to USAID/Washington. Coordinates the adequate organization of boxes within shelves at the local storage facility.

- c. Receives and disseminates incoming electronic country clearance (eCC) information, cables and other correspondence on a daily basis, maintain database and disseminate information periodically as per the set standard of the office. Sorts and classifies documents and correspondence and files in accordance with pre-established standards. Assists in maintaining the filing system. Responds to requests for information, researches files and provides assistance to staff. The incumbent assists in the conduct of periodic workshops for the Mission's Files Custodians. Provides files maintenance training to new secretaries and participates in the periodic inspection, review of records and files maintained in all Mission offices. Maintains logs and records and drafts other reports as required.
- d. Serves as the point of contract for Afghan telephone companies and coordinate the activation and deactivation of services, coordinate in resolving phone related service issues, update, maintains and disseminate phone directory to all personnel. Incumbent coordinate with the Financial Management Office for the billing process.
- e. Maintains liaison with USAID/Washington Information and Records Division (M/AS/IRD) to assure the highest quality in files management. Conducts surveys of records maintenance and disposition practices in USAID offices to determine whether offices are complying with Agency records management guidelines and are deriving maximum benefits from the use of their records. Prepares Mission Records Inventory and Disposition Plans and Records Inventory of Rights and Interest Records for submission to USAID/Washington.
- f. Trains local files custodians in proper classification, maintenance and disposition of records and files in accordance with ADS 502 procedures, USAID/Washington regulations and procedures, and Mission Files Plan. Conducts in-house training in USAID Communications and Records management for file custodians and other personnel involved with records management, and preparation of cables and other correspondence. Works with file custodian or designee to properly store, organize, maintain and dispose electronic records. Works closely with the file custodian or designee in maintaining good records management practices when storing electronic documents, and setting-up an electronic filing and retrieval system in the shared drive to organize and preserve electronic files. The electronic filing system should mirror the paper file to some extent using standard naming conventions, but should be less complex and up-to-date.

Correspondence and Data Management 40%:

- a. Plans, organizes, implements and supervise the incoming/outgoing communications, mail (domestic and international) pouches and records system for USAID/Afghanistan. Establishes procedures and guidelines for prompt and efficient handling of incoming and outgoing communications and mail including logging, determining proper routing, verifying attachments. Read complex and non-routine incoming communications and other correspondence and on the basis of personal knowledge of the organization and functions of various offices assigns actions and information responsibility.
- b. The incumbent supervises and controls all incoming action correspondence on an automated system and updates records of action taken. Generates reports on delinquent correspondence and arranges distribution to concerned offices; supervises dispatch of official material (domestic/international) through courier services as required and verifies bills from the vendors for processing payments. Reviews logs and arranges distribution of mail and packages received through courier service and other

establishments. Also verifies and process bills for payment through the Procurement Office received from contractors i.e. courier faxes, franking, weighting. The incumbent ensures all databases within the offices are maintained information updated and disseminated without any delinquency.

- c. Messenger services: Establishes messenger services schedules and points of pick-up and delivery from the Embassy Mailroom and ensures prompt and timely service in the USAID offices within the West Building. Also arranges delivery/pick-up of official mail and packages to various diplomatic missions, host government and commercial institutions using the services of C&R clerk. Gives orientation to the new comers related to C&R activities i.e. records management, correspondence management, ADS, FAM, notices, courier, fax, mail and pouch, photocopying services etc.
- d. In co-ordination with General Services Office (GSO) approves requisitions for supplies and equipment needed for the C&R Branch.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: At the minimum, completion of Secondary School required.

Experience: At least two years' experience in general and administrative areas that involves: filing, disposition of records, international or local mail services, archiving, duplication and dissemination of records and management services with governmental institution, public/private companies, donor/non-governmental organizations or diplomatic missions is required.

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. **(English language proficiency may be tested).**

Knowledge, Abilities and Skills: Incumbent must have knowledge of mail and file processes with a practical knowledge of records disposal procedures. Thorough knowledge of the functions performed within the various segments of the Mission to analyze and route the material and knowledge of the international postal procedures, codes, stamps is required.

Incumbent must have the ability to supervise and direct correspondence and records functions with an ability to retrieve the required information, files and other material from records depositories in the Mission and the United States. Incumbent must have the ability to provide efficient leadership and train the employees on work processes, techniques and methods; ability to evaluate the operation of activity to ensure that the required services are being provided efficiently and effectively. Proficiency in using MS Office Suite and ability to organize electronic folders in shared drives is needed. Incumbent must be able to communicate clearly, concisely and effectively with all levels of personnel.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Correspondence and Records Supervisor (OM1611)**

ANY/ALL application submissions after the closing date of November 19, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174 form;**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open to Afghan Nationals only.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.
- Ø Applications submitted as RAR file will not be accepted by the system

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**